

CMS Net

Financial Worksheets

Table of Contents

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| <i>Table of Contents</i> | ii |
| <i>Preface</i> | iii |
| Legend | iii |
| <i>Financial Worksheets</i> | 1 |
| Overview | 1 |
| Financial Eligibility Screens | 1 |
| Steps to Access the Financial Worksheet | 1 |
| <i>Financial Worksheets Screens</i> | 2 |
| Financial Worksheet (CMSFR-30) | 2 |
| Data Entry Fields | 3 |
| Financial Worksheet (CMSFR -40) | 5 |
| Data Entry Fields | 6 |
| Action Menu | 9 |
| Financial Branch Menu | 9 |

Preface

Legend

In procedures on the following pages, you will see various symbols used.

- ✓ When a procedure is described, the check mark indicates the result of an action.
- ➡ The arrow indicates a content note.

Financial Worksheets

Overview

The user can enter the client's financial status and information and determine if the client is Eligible or Ineligible.

Financial Eligibility Screens

The following table gives a brief description of the Financial Eligibility screens.

| Screen Name | Description/Function |
|---|--|
| Financial Worksheet (CMSFR-30), CMSFR-40) | <p>The Financial Worksheet also consists of two screens.</p> <ul style="list-style-type: none"> The <i>first screen</i>, CMSFR -30, holds the patient's family financial information. The <i>second screen</i>, CMSFR -40, allows the user to determine the patient's Financial Eligibility - <u>Eligible</u> or <u>Ineligible</u> - for CCS. |

Steps to Access the Financial Worksheet

| Step | Action |
|------|---|
| 1 | <p>From the Primary Menu, select Eligibility. Press <Enter>.</p> <p>✓ The Patient Identification screen displays.</p> |
| 2 | Identify and select the patient. |
| 3 | <p>Select program eligibility date range from the pop-up message. Press <Enter>.</p> <p>✓ The Eligibility Menu screen displays.</p> |
| 4 | Select Financial Worksheet. Press <Enter>. |

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Financial Worksheets Screens

Financial Worksheet (CMSFR-30)

Access the FINANCIAL WORKSHEET (CMSRF-30) screen through the Eligibility Main Menu or the Residential Worksheet Branch Menu.

This is the *first* screen of the Financial Worksheets and contains financial information.

- ➡ Use the <Down Arrow> to move from field to field. Required fields **or** fields that the user can change are **bolded**.

Note: If Medi-Cal (Full-Scope/No SOC), Healthy Families or Both is identified and selected when establishing the Program Eligibility period (from the Pending Eligibility screen CMSPE-20), the Financial Worksheet will be automatically populated with data from the Patient Registration Face Sheet.

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Financial Worksheets Screens, Continued

Data Entry Fields The following table describes the data entry fields on the Financial Worksheet CMSRF 30 screen.

| Fld # | Field Name | Description/Comments |
|--------------|-------------------|---|
| 1 | (header) | Display Only |
| 2a | Pgrm Begin Date | Display Only Displays this date is populated from Pending Eligibility or Program Eligibility Screen |
| 2b | End | Display Only Displays this date is populated from Pending Eligibility or Program Eligibility Screen |
| 2c | CCS Elig Status | Display Only Displays this status is populated from the Client Eligibility (CMSCE-10) CCS Elig Status |
| 3 | Fin Determination | Required Values "Required" or "Not Required" |
| 4 | Reason Not Req'd | Required if Fin Determination is "Not Required," user must select a reason. <ul style="list-style-type: none"> • Adoption • Diagnostic Services Only • Healthy Families • Medi-Cal No-SOC, Under 200% • MTU Services Only |
| 5 | Income Source | Required If Fin Determination is " Required," user must select a reason. <ul style="list-style-type: none"> • Father's • Mother's • Joint • Applicant's |
| 6 | Tax Year | Required if Fin Determination is " Required," user must input a year No future years allowed |

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Financial Worksheets Screens, Continued

Data Entry Fields (continued) ☐

| Fld # | Field Name | Description/Comments |
|--------------|---------------------------|--|
| 7 | Family Size | Required if Fin Determination " Required," |
| 8 | State Adj Gross Income | Required if Fin Determination " Required." No commas, periods, or \$ signs allowed. Used in the FPL calculation to determine if Assessment Fee is required |
| 9 | Fed Gross Income | Required if Fin Determination " Required." No commas, periods, or \$ signs allowed. Used in the FPL calculation to determine if Enrollment Fee is required |
| 10 | Other Docs | Required if no State Adj Gross Income or Federal Gross Income. Select from the Pick List <ul style="list-style-type: none"> • W-2 Forms • Pay Stubs • Cash Grant Award Ltr • Employee Confirmation Ltr • Others |
| 11 | Other Docs: Amount | Required if there is no value entered in the "State Adj Gross Income" or "Fed Gross Income" fields. No commas, periods, or \$ signs allowed. |
| 12 | Other Income | Optional Press Help Key to display entries "SSI, Disability, Social Security, AFDC, Other", or free text entry. |
| 13 | Comments On Income Source | Optional User may enter up to three lines of text. |

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➡ Use the <Down Arrow> to move from field to field. Required fields or fields that the user can change are **bolded**.

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Financial Worksheets Screens, Continued

Data Entry Fields

The following table describes the data entry fields on the Financial Worksheet CMSFR 40 screen.

| Fld # | Field Name | Description/Comments |
|--------------|------------------------|--|
| 14 | State Adj Gross Income | Display Only System-populated from Financial Worksheet (CMSFR 30) screen. |
| 15 | AGI 999% of FPL | Display Only. The system calculates the percentage by using the FPL and AGI - auto-filled. |
| 16 | Federal Gross Income | Display Only Populated from Financial Worksheet (CMSFR 30) screen. |
| 17 | GI 999% of FPL | Display Only The system calculates the percentage by using the FPL and GI - auto-filled. |
| 18 | Other Docs Amount | Display Only Populated from Financial Worksheet (CMSFR 30) screen. |
| 19 | ODA 999% of FPL | Display Only System calculates the percentage by using the FPL and Other Docs Amount |
| 20 | Out-Of-Pocket | Optional Key the dollar amount. <ul style="list-style-type: none"> The system <u>deactivates</u> this field if Federal Gross Income less than \$40,000. The system <u>activates</u> this field if Federal Gross Income is greater than \$40,000. |

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Financial Worksheets Screens, Continued

Data Entry Fields (continued) ☐

| Fld # | Field Name | Description/Comments |
|-------|--------------------|---|
| 21 | Fin Status | <p>Required field, select from the following values:</p> <ul style="list-style-type: none"> • Eligible • Ineligible • Pending Fin Det <ul style="list-style-type: none"> • If Pending Fin Det, user may establish a follow-up-up tickler • If ineligible, user will be prompted to generate NOA. • If eligible and fees are required, upon saving, the system saves the information and displays a reminder message: <p>Reminder: Enrollment and Assessment Fees are Required. Go to the Enrollment and Assessment Fees screen. (?) Press Enter</p> <p>✓ The system displays the Financial Worksheet Branch Menu.</p> |
| 22 | Reason Inelig | <p>Required if Fin Status is "Ineligible", select a value:</p> <ul style="list-style-type: none"> • Over Income • No Document Provided • Other |
| 23 | Date Determined | Required field. User may enter a date; no future dates allowed. |
| 24 | Fin Follow-Up Date | Required if Fin Status = Pending Fin Det. User enters a date to follow-up on the financial eligibility process. User can run Pending Fin Det (PFIN) in generate tickler/batch correspondence for follow-up. |

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Financial Worksheets Screens, Continued

Data Entry Fields (continued) ☐

| Fld # | Field Name | Description/Comments |
|--------------|---|---|
| 25 | NOA Sent | Display Only The system stamps today's date in this field if a NOA is generated |
| 26 | Corresp. # | Display Only System assigns a Corresp. # assigned for the NOA being generated |
| 27 | Known Funding for Pgrm Eligibility Period | Optional Multi-pick list. Press Help Key and select values by pressing <Enter>. A * will display next to your selection. Select Quit to exit the pick list. <ul style="list-style-type: none"> • CCS • Medi-Cal • Insurance • Healthy Families • Medicare ➡ User can select a minimum of 1 and a maximum of 4. |
| 28 | Legal Action Pending | Optional Values: "Yes" or "No" |
| 29 | Comment | Optional User can key up to three lines of text. |
| 30 | Last Update By | Display Only System displays the last user's name who modified any data. |
| 31 | Date | Display Only System displays the date of the last change. |

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Financial Worksheets Screens, Continued

Action Menu The table below describes the Action Menu available for the Financial Worksheets

| Command | Action/Result |
|----------------|---|
| Save | <p>Save will:</p> <ul style="list-style-type: none"> • Save the updated data, comments, and other non-letter-triggering actions to the screen or • Generate NOA as appropriate <p>➡ If a NOA was already generated for the program eligibility date range, a warning message displays. The warning message shall include the details of the most recently generated NOA. The user has the opportunity to abort or continue. If the user chooses to continue, this displayed NOA will be overwritten.</p> |
| Reissue Letter | This function cancels the current NOA and generates a new NOA. |
| NOA Cancel | <p>Displays if a NOA has been generated from the Financial Worksheet. This function cancels the previous NOA, and clears "NOA Sent" and "Corresp. #".</p> <p>After canceling the NOA, the system displays the Financial Worksheet Branch Menu.</p> |
| Cancel | The Eligibility Menu will display. The system does NOT save changes. |
| Quit | The system will close the Action Menu, and refreshes the Financial Worksheet (CMSFR 40). It does NOT save changes. |

Financial Branch Menu

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| (?) Narrative for Financial Worksheet () Mail Message for Financial Worksheet () Enrollment & Assessment Fees () Print Face Sheet () Return to Eligibility Main Menu |
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NOTES

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